



Metropolitan Nashville Planning Department

Metro Office Building
800 Second Avenue South
P. O. Box 196300
Nashville, TN 37219

Voice: 615.862.7190
E-mail: planningstaff@nashville.gov

Neighborhood Landmark Application (NLOD)

Application must be completed in full and submitted with appropriate fee according to the Planning Commission Submittal Schedule. **Ten (10)** paper plans must be submitted at a scale 1"=50' or greater. All plans must be uniformly collated and prefolded vertically to form a packet of no more than ten (10) inches in width. Checks should be made payable to "Metropolitan Government."

Project No. _____

Date Submitted: _____

Name _____

Type of Request ?

- ☐ New
- ☐ Amend
- ☐ Cancel
- ☐ Revision
- ☐ Minor Modification

Application Fees

New / Amend / Cancel / Revision	\$ 1,400.00
Minor Modification	\$ 1,100.00

Reason for this Submittal _____

Supporting Documentation Submitted ?

- ☐ Traffic Study (when required by Metro PWorks)
- ☐ Shared Parking Study (when necessary)
- ☐ Drainage Calculations (Final Plan only)
- ☐ Sewer Capacity Letter & Receipt of Purchase (Final Plan only)
- ☐ Other _____

Per Resolution RS2019-1788, I certify that I have notified the district Councilmember of this request, and the Metropolitan Council Office (staff Planning & Codes Liaison: matthew.wilkinson@nashville.gov). The attached email is documentation of said notification.

ONLY USE FOR NEW/CANCEL/AMEND

Initial: _____

Existing and Proposed Uses?

Please fill-in table below for the **entire** NLOD not just any portion, phase or outparcel you may be seeking approval to revise (including any final approval), amend or cancel.

Map	Parcel(s)	<u>Existing Use</u>	<u>Existing Use</u> Square Feet / Units / Lots	Proposed Uses	<u>Proposed</u> Square Feet / Units / Lots	# of Acres

TOTAL:				TOTAL:		

Property Owner

Name: _____

Company
Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ ☐ business ☐ home ☐ cell

Phone: _____ ☐ business ☐ home ☐ cell

E-mail: _____

Property Owner's

Signature: _____

Applicant

☐ Architect ☐ Engineer ☐ Optionee ☐ Property Owner ☐ Purchaser of property ☐ Leasee ☐ Other

Name: _____

Company
Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ ☐ business ☐ home ☐ cell

Phone: _____ ☐ business ☐ home ☐ cell

E-mail: _____

I have reviewed this application and its associated SUBMITTAL CHECKLIST fully, and believe, I have complied with all the requested submittal items. I acknowledge that plans or documents missing any of the requested information may be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to application approval.

Applicant

Signature: _____

Date: _____

Neighborhood Landmark Submittal Checklist

Each Neighborhood Landmark Overlay District (NLOD) is unique, and there will be different levels of detail required depending on what is proposed within the NLOD.

While not required, a pre-application conference with the planning staff is strongly encouraged. Staff will provide feedback on your NLOD proposal; advise you on application submittal items; and review a projected review and approval schedule. A Pre-Application Meeting Request form is available on the Planning website. Please fill out and submit the form to request a meeting. Note that it is advisable to submit the request at least two weeks prior to your desired meeting dates.

NLOD Submittal Checklist

For establishing a new NLOD or amending or cancelling an existing NLOD

- _____ 1. **Justification Letter:** A letter to the Executive Director of the Metro Planning Department describing in detail how the proposed NLOD meets the criteria for the district as described in Section 17.36.420 of the Zoning Ordinance.
- _____ 2. **Councilmember Notification:** A copy of the email sent to the Council office and Councilmember notifying them of your application.

For all NLOD applications

✓ , if completed

- _____ 1. **PUBLIC WATER & SEWER:**
Metro Water Services
A capacity study/permit may be required with the Neighborhood Landmark application. Contact Metro Water Services at (615) 862-7225.

Harpeth Valley Utility District or Madison Suburban Utility District
Provide a copy of current letter indicating water/sewer availability from Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. *Contact Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*
- _____ 2. **STORMWATER DRAINAGE & GRADING PLAN:** Complete submittal of stormwater drainage and construction plans with calculation worksheets (Refer to Appendix A of the Stormwater Management Manual for specific submittal requirements; Nashville.gov/stormwater/grading_permit_related.htm). If required submit these plans directly to the Stormwater Division *before* final NLOD application is submitted. *Contact Metro Stormwater: 862-4588.*
- _____ 3. **ROADWAY CONSTRUCTION PLANS, GRADING PLANS & SIDEWALK CONSTRUCTION PLANS:** Roadway construction plans with summary of lengths to be bonded, grading plans and sidewalk construction plans to Public Works, if applicable. If required submit these plans directly to Public Works *before* NLOD application is submitted. *Contact Metro Public Works: 862-8758.*
- _____ 4. The overall NL district boundary including underlying zoning districts;

- ____5. The location, orientation, and size of all existing and proposed structures, features and other elements and associated parking spaces;
- ____6. The location of any structures on any property adjacent to the boundaries of the district;
- ____7. The type, location, number, and size of all existing and proposed vegetation and landscaping;
- ____8. The location, width, height, and type of any existing and proposed fence or wall;
- ____9. The number, location, width, height, type and lighting of any existing or proposed sign(s);
- ____10. The location of any accessory structures for refuse collection, recycling, or feature maintenance;
- ____11. The existing and proposed location of any water mains and sewer lines required to serve the property;
- ____12. The location of all existing and proposed access points, loading areas, and drive-thru lanes;
- ____13. The location and name of all existing streets and alleys;
- ____14. The anticipated traffic impacts of the proposed development, as documented in a traffic impact study of access study, if deemed necessary by Metro Public Works;
- ____15. Tabular data identifying the specific existing and proposed uses and square footage; proposed densities; floor area ratios; impervious surface ratios; feature height(s); and parking spaces; and
- ____16. A proposed development schedule.